

**INFORMATION TECHNOLOGY ADVISORY BOARD
MINUTES – November 14, 2006
COMMUNITY COLLEGES BOARD ROOM**

The Information Technology Advisory Board (ITAB) met November 14, 2006, at 10:30 a.m., in the Department of Community Colleges Board Room, Caswell Building, Raleigh. N.C. Secretary of Revenue, Norris Tolson, presided.

The following ITAB members were present:

Norris Tolson, Chair
Anne Bander
Joe Cooper
Lee Mandell
Renee High Martin
John McCann
Dede Ramoneda

The following ITAB members were absent:

Jim Anderson
Robert McMahan
Tom Miller
Steve Rao

WELCOME/ADMINISTRATIVE MATTERS

Chair Norris Tolson welcomed the ITAB members and invited the audience to move up to occupy the vacant seats at the table.

Upon a motion duly made by Lee Mandell and duly seconded, the board approved the minutes of the August 22, 2006, meeting.

PANDEMIC FLU PREPARATION

State CIO George Bakolia reported that Information Technology Services (ITS) has taken an active interest in preparing for a potential pandemic influenza event. He added that such a catastrophe goes beyond typical business continuity planning and presents challenges to every state agency in terms of both protecting employees and maintaining business operations during a pandemic. After attending a briefing on the subject by Dr. Leah Devlin, State Health Director, Mr. Bakolia arranged a similar briefing for all agency CIOs. He said that a pandemic would result in a substantial budgetary impact on state government for an extended period of time. State government's key vendors that provide IT also could be severely impacted. Mr. Bakolia requested support from the ITAB to help raise this to a higher level of awareness with the Legislature.

The Chair asked the board members if they would care to share what the private sector, county and city governments, and the university system are doing in preparation for a pandemic. The members agreed that there will be significant time and expense involved in planning for such an event. The Chair noted that regardless of what is already in place in state government to respond to a pandemic, it is apparent that some planning needs to be accelerated. He agreed that he and Mr. Bakolia will attempt to draft a letter to the executive leadership stating the position of the board on the gravity of this matter.

(Note: In the interest of time, the order of agenda items was changed from this point forward.)

AGENCY IT PLANS

Mr. Bakolia reported that each state government agency is required by statute (G.S. 147-33.72B) to develop an agency information technology plan and submit it to the State CIO by October 1st of each even numbered year. This was the first year that the strategic plans were captured by the use of a portfolio management tool. The agencies were asked to focus on four key areas: Departmental Strategic Business Initiatives and Major Business Requirements; the Transitioning of Existing Activities and Resources; IT Specific Economic Driven Requirements or Opportunities; and IT Initiatives. Mr. Bakolia reported that all agencies but one submitted their plans on time. The plans are available for review from his office in the form of soft copies. Mr. Bakolia said that, in general, the plans submitted were better than those previously submitted; however, one area of concern is that some agencies are still struggling with prioritizing their IT initiatives. Mr. Bakolia's overview included a listing of potential enterprise projects if the project or service was mentioned in several of the departmental plans. He said that it is important that agencies link their strategic IT initiatives to the business strategies that support them so they will not be denied funding for those initiatives.

The Chair asked the board members for their comments regarding the presentation. Joe Cooper asked if the IT plans would be available electronically. Tom Runkle, ITS Director for Strategic Initiatives, agreed to post the plans to the IT Advisory Board Web page. Mr. Bakolia asked the ITAB to assist in the development of priorities for the Statewide IT Plan that he is to submit to the General Assembly in February 2007. He added that he would like any feedback from the board before the end of December 2006. He suggested that the ITAB look only at the high-level summaries of the plans for ease of handling.

Deputy State CIO Billy Willis said that ITS will also prepare an initial document that summarizes the findings (but will not make recommendations) from the plans and present it to the board members for their input. Mr. Bakolia noted that ITS will only be able to recommend three or four key initiatives to the General Assembly.

LEGACY APPLICATION STUDY/APPLICATION PORTFOLIO MANAGEMENT

Tom Runkle presented a progress report on the IT Portfolio Management Project. He reminded the board members of how this tool will benefit state agencies in tracking their applications and assist the agencies in the submission of their IT Expansion Budget requests for FY 2007-2009.

The Chair suggested that it would be appropriate for the ITAB to call to the attention of the IT Committee Chairs that some critical systems in state government are outdated. He added that this is a clear picture of the evaluation criteria that will be helpful to start framing decisions in terms of planning purposes.

IT FUND EXPENDITURES

ITS Chief Financial Officer David Rossi reported the quarterly summary and an overview of the IT Fund expenditures for FY 2006-2007. Bill Willis added that two new legal positions were authorized by the General Assembly during the 2006 legislative session to provide specialized legal services for IT procurements. Senior management at ITS

recommends that one of the positions be tailored more toward someone who specializes in the negotiation of enterprise licensing agreements, rather than being an attorney. This position description is still applicable under the allowable uses for the IT Fund as set out in the statute. A letter has been sent from the State CIO to the State Budget Officer seeking the flexibility to hire a non-attorney for this second position. Chair Tolson said he would send a letter saying the board endorsed the proposed change.

2007 ITAB MEETING DATES

Chair Tolson polled the board on their wishes regarding frequency of meetings for the coming year. Two members expressed the desire to meet more frequently than on a quarterly basis, possibly every two months. The Chair announced that the meeting location will change to the new Department of Revenue conference room, and he will be able to provide the members with access to easier parking. He will send out directions and a new schedule for 2007 soon.

BROWN UNIVERSITY E-GOVERNMENT STUDY

Mr. Bakolia called to the members' attention a handout of Brown University's 2006 ranking of states that are the best for e-government. North Carolina dropped in the ranking this year from 4th to 25th. He presented an assessment of the methodology used by Brown in their assignment of point values. Brown visited all 50 state web pages to gain this information. Three weeks ago ITS redesigned their original 2000 state web portal, and the redesign was too recent to be reflected in the Brown study.

ADJOURNMENT

The meeting adjourned at 12:15 pm.